



*GOVERNOR'S COUNCIL ON  
IMPAIRED & DANGEROUS DRIVING*

*PROJECT PROPOSAL FORM*

*Completed Project Proposals should be submitted to:*

*One North Capitol Avenue, Suite 1000  
Administrative Assistant  
Traffic Safety  
Indianapolis, IN 46204  
Phone: (317) 232-1619*

**INDIANA CRIMINAL JUSTICE INSTITUTE**  
**GOVERNOR'S COUNCIL ON IMPAIRED & DANGEROUS DRIVING**  
**Instructions for Completing *Operation Pull Over* Grant Application**

**Grant Due Date: Bring your completed application to the grant workshop. Failure to attend will make your department ineligible for funding.**

**Instructions for Application Cover Page:**

1.     Project Title:  
Enter title of program. Example: Operation Pull Over
2.     Governmental Unit:  
Enter the name of the political jurisdiction responsible for the overall administration of the project (state, county, city, township, and university).
3.     Applicant:  
Enter the organizational unit responsible for the administration of the project.  
Example: "City of Metropolis Police Department".
4.     County:  
Enter the county or counties in which the project will be conducted. If the project is conducted statewide, so indicate.
5.     Federal Identification Number:  
Enter the nine-digit number assigned to your reimbursement agency by the U.S. Department of Treasury, Internal Revenue Service, for tax reporting purposes. (ex., County Treasurer, City Controller, Clerk-Treasurer, etc.)
6.     Grant Application Type:  
Indicate whether this is the initial project grant proposal or a continuation of a previously funded project.
7.     Anticipated Grant Start-Up Date:  
October 1, 2007
8.     Acceptance:
  - A.     *Project Director*  
Enter the full name, email, title, address, phone number and fax number of the Chief, Sheriff or Marshal. This person signs and dates the grant. **Original Signatures required**
  - B.     *Financial Officer*  
Enter the full name, email, title, address, phone number and fax number of the financial officer of the political subdivision (clerk, treasurer, county auditor, city controller). This person signs and dates the grant. **Original Signatures required**

C. *Authorizing Official of Governmental Unit*

Enter the name, email, title, address, phone number and fax number of the Chief Executive Officer of the political subdivision (mayor, city council, county commission's chair, university official). This person signs and dates the grant.

**Original Signatures required.**

**Pages 2-9: Grant Agreement**

The Council has prepared pages two through six. The agreement details the Operation Pull Over program. Pages two through four provide an overview of the statewide problem, goals and objectives. Pages five through nine provide details about the elements and activities of the program. For the program to be effective your department must follow the format and conduct all elements per the grant agreement.

**Page 10: Budget Summary Sheet**

This form is to provide a budget summary of your grant. Areas have been provided to list your department, the average overtime rate, budget breakdown by blitz period, percent of effort (time) budgeted toward seat belt and impaired driving enforcement each blitz, and direct costs (to support the public information and education component: maximum 5%), if any.

Fundable areas:

- Personal Services: To provide overtime hours to conduct overtime traffic enforcement, provide minimal administrative hours (10% of this category's funds), and to prepare paperwork. Rate of pay shall be based on your departmental policy for overtime rate of pay.
- Direct Costs: Maximum 5% of your budget may be used to purchase items to support the public information and education efforts. Allowable costs include brochures, posters, and child safety seats for clinics open to the public. Premium items such as key chains, pens, T-shirts, pencils, etc. are not permissible under federal regulations. **Purchased items will have the Council's name or logo imprinted on the item.** (The logo available upon request).

Funds will be advanced on a quarterly basis upon request by submission of the appropriate claim voucher. **It is your responsibility to send in a claim voucher requesting payment.**

**Page 11: Attachment A**

Goals and Objectives:

Each participating law enforcement department has been provided a pre-written document to set local goals and objectives (Attachment A). The areas the Council has set for your department are in line with the statewide goals and objectives listed on page two of your application. Each participating law enforcement department must submit Attachment A to the Council. This form must be submitted to the Council with the completed grant agreement, no later than August 15, 2007. **Failure to submit Attachment A will result in non-payment of claims.**



**INDIANA CRIMINAL JUSTICE INSTITUTE  
GOVERNOR'S COUNCIL ON IMPAIRED & DANGEROUS DRIVING  
REGULATIONS GOVERNING HIGHWAY SAFETY PROJECT GRANTS**

**PURPOSE: To provide potential Highway Safety Grant recipients with a comprehensive listing of the regulations governing the administration of an approved highway safety project.**

**I. GENERAL REGULATIONS**

- A. The project shall be administered by a local or state governmental agency having authority and responsibility for carrying out the project.
- B. Costs shall meet the following criteria:
  - 1. These funds are to be supplemental and not substitute for on-going activities. The costs must be necessary and reasonable.
  - 2. Be authorized or not prohibited under federal, state, or local laws or regulations.
  - 3. Conform to federal, state, and local policies, regulations and procedures that apply uniformly to other activities.
  - 4. Be accorded consistent treatment through application of generally accepted accounting principles appropriate to the circumstances.
  - 5. The costs charged to this grant cannot be included as a cost of any other federally financed program.
  - 6. Should not result in a profit to the state or local unit of government.
  - 7. Costs must be incurred within the grant period as stated on your approved project grant application.
  - 8. Any approved purchases must be ordered and received within the approved grant period.
  - 9. Costs must be adequately supported by documentation (i.e. dated invoices).
  - 10. Equipment purchases require 25% cash match and must adhere to requirements listed under Item H.
  - 11. Salaries and wages chargeable to this highway safety project must be supported by appropriate time distribution records, and must follow department/agency pay policies.
- C. Only those cost categories and line items approved may be claimed. **Any deviations from the approved budget must have prior written approval from the Council.**
- D. All applicants shall use purchasing practices and bid procedures that provide maximum open and free competition. Procurement procedures must follow applicable guidelines of federal, state, and local laws, rules and regulations.
- E. All documentation for costs incurred shall be maintained for review for a three-year period following the final payment for the project.
- F. All travel expenditures must be made in accordance with State Budget Agency guidelines and must be directly related to the highway safety project activity covered by this grant. Travel outside of Indiana requires 45 day prior written approval from the Council. The authorization for out-of-state travel form must accompany the request (form available upon request).

- G. Contracts entered into by the grant recipient to accomplish any portion of the work funded under this grant, shall be awarded in accordance with the provisions of all applicable federal, state, and local laws rules and regulations. Approval of such contracts or agreements must be obtained from the Council prior to their execution. No official or employee of a state agency or political subdivision which is authorized in his official capacity to negotiate, make, accept, approve, or to take part in such decisions regarding a contract or subcontract in connection with the project, shall have any financial or other personal interest in any such contract or subcontract in connection with the project.
- H. Purchases of equipment through a grant may be allowable if an agency is able to demonstrate that the equipment is a necessary component of the project and is not available from other sources. The following is the Council policy on equipment purchases:
1. Only equipment specifically listed in the project budget is eligible for payment.
  2. A 25% cash match is required on all equipment purchases.
  3. An Equipment Assessment Survey must be completed and submitted with the grant application for all equipment requests (form provided upon request).
  4. A purchase vs. rental analysis may be required for equipment requests when rental appears to be a more prudent alternative.
  5. Equipment purchases must be initiated within 45 days of the grant start-up date.
  6. Appropriate objectives and/or activities must be included in the grant application justifying the use of equipment requested.
  7. When appropriate, equipment purchases should be compatible with existing equipment.
  8. Equipment purchased through a grant must be used for highway traffic safety activities for its useful life.
  9. The Council will inventory any equipment item with a purchase price of \$5000 or more annually.
  10. Radar and speed measuring equipment must be purchased from an approved consumer product list. An up-to-date listing may be found on the IACP web-site address: [www.theiacp.org/profassist/radarcpl.pdf](http://www.theiacp.org/profassist/radarcpl.pdf)
  11. Breath testing equipment must be purchased from an up-to-date approved conforming product list as found in the federal register (available upon request).
  12. Office furnishings and fixtures are not an allowable cost (e.g. desks, filing cabinets, chairs, etc.)

It is mutually agreed and promised that the applicant shall immediately notify the Council if any equipment purchased under this project ceases to be used in the manner or purpose for which it was acquired. In such event, applicant further agrees to either give credit to the project costs for the residual value of such equipment in an amount to be determined by the State, or to transfer or otherwise dispose of such equipment as directed by the State. It is mutually agreed and promised by the applicant that no equipment will be conveyed, sold, salvaged, transferred, etc., without the express written approval of the State. The State reserves the right to recall and transfer any equipment purchased with grant funds to another entity as deemed appropriate by the Council.

- I. The applicant hereby assures and certifies that he will comply with regulations, policies, guidelines, and requirements including OMB Circular No.'s A-87, A-133, A-122, A-21, and A-110 as they relate to the application, acceptance, and use of federal funds for this federally assisted project.

Applicant will comply with Title VI of the Civil Rights Act of 1964 (PL 88-352). In accordance with Title VI of that Act, no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant received federal financial assistance and will immediately take any measures necessary to effectuate this agreement.

- J. All applicants must have a seat belt usage policy on file with their department and made available upon request to the Council.
- K. All applicants must have a drug-free workplace policy on file with their grant application.
- L. Law enforcement applicants must have on file with their department a copy of their overtime pay policy and made available upon request to the Council. If the department does not have one in place, one must be established. Budgets shall be based on the established overtime pay policy for like or similar activities and paid in accordance with that policy.
- M. Law enforcement applicants must participate in the state traffic safety campaign Operation Pull Over. Failure to participate will terminate the grant agreement with the Council.
- N. Law enforcement officers working overtime traffic enforcement will be trained in Traffic Occupant Protection Strategies and Standardized Field Sobriety Testing.
- O. Law enforcement personnel may not use overtime funds for public information presentations at meetings, public gatherings, special events, public information events, or to conduct observational seat belt surveys or any other type of survey.
- P. Two-person patrol car overtime funding will not be allowed.
- Q. Law enforcement applicants working Operation Pull Over overtime traffic enforcement are required to achieve a minimum of 3 separate documented, officer-to-motorist contacts per hour of traffic enforcement, with a minimum of 1.5 citations per hour for seat belt and/or child restraint violations. Impaired driving arrests are a minimum of 1 DUI arrest for every 8 hours of traffic enforcement.
- R. The purchase of public information and education materials must be **targeted to specific** groups that match the activities of your grant. **The purchases must be for dissemination to the public to support the program objectives.** Promotional materials such as key chains, clothing, pens, etc. can not be purchased under federal regulations. Law enforcement participating in the Operation Pull Over program may use up 5 % of their Operation Pull Over funding to purchase educational materials or child safety seats for clinics open to the public. All Materials will contain the "ICJI" and "Governor's Council on Impaired and Dangerous Driving" logos.

- S. Law enforcement applicants must have a records system in place that will provide crash and citation statistics as needed for the development of problem identification, monitoring and reporting program results and activity. If a system is not in place, one should be developed.
- T. Notification of changes in project director personnel must be submitted in writing to the Council within 30 days of the change.

## II. ORIENTATION MEETING

All approved applicants will be required to participate in an orientation meeting at a location determined by the Council to discuss the requirements.

## III. PROJECT PROGRESS REPORTS AND MEETINGS

Progress reports shall be required of all highway traffic safety projects. See section V, D. for additional CJI funded program requirements.

Law enforcement applicants funded to conduct Operation Pull Over Year Long Enforcement are required to submit **monthly reports** which are due the 10<sup>th</sup> of each month, as well as attend designated law enforcement meetings on the following dates:

- October 12, 2006; April 19, 2007; and July 13, 2007.

Operation Pull Over “Blitz” grantees (those conducting quarterly enforcement programs) are required to submit quarterly reports following the established dates, which are ten days after the completion of each blitz. Failure to submit these reports to the Council will cause delay in payment of claims and may jeopardize funding for present and future projects.

## IV. MONITORING REVIEWS

The Council or representative staff shall conduct monitoring reviews of Operation Pull Over grantees on a random basis. Agencies should be prepared for a review at all times. The purpose of these reviews will be to determine adherence to stated rules and regulations, project objectives, review financial procedures, and to provide any needed assistance.

## V. PROJECT PAYMENTS

- A. Select highway safety projects will receive advance funds.
- B. Advance funds shall be made available and in accordance with your approved quarterly budget by Council staff and shall be mailed on a quarterly basis.
- C. It is the responsibility of the project director to monitor the use of funds in accordance with the approved quarterly and annual budget and to submit the claim voucher for payment and expenditure of funds form.
- D. Failure to comply with any Indiana Criminal Justice Institute grant requirements may result in termination of this grant or payments to be withheld.

## VI. COST DOCUMENTATION

The state agency or political subdivision shall maintain satisfactory financial accounts, documentation, and records, which shall be made available for auditing.

## VII. GRANT TERMINATION

The grantee understands that this grant may be terminated if the Council concludes that the grantee is not in compliance with the conditions and provisions of this grant. The Council will extend an opportunity for the grantee to demonstrate compliance. Notification of termination will be in writing.



## GOVERNOR'S COUNCIL ON IMPAIRED & DANGEROUS DRIVING

### Grant Checklist

Department: \_\_\_\_\_

Grants are due no later than August 1st, 2006.

Incomplete grant applications will make your department ineligible for grant funding.

**Return this form with your grant.**

#### **Required Grant Application Forms:**

See the grant application instructions for assistance.

- |  |   |
|--|---|
| _____ <b>Grant Signature page</b>          | Original Signatures for each grant - No Faxes |
| _____ <b>Budget Summary Sheet</b>          |   |
| _____ <b>Coordinator Information Sheet</b> |   |
| _____ <b>Attachment A</b>                  | If Enforcement                                |
| _____ <b>Completed Grant Application</b>   | <u><b>Year-Long Grantees ONLY</b></u>         |

#### **Other Items To Include:**

These items are required for **new OPO agencies, or agencies which have revised any of these Documents:**

- \_\_\_\_\_ **Copy of Your SOP for Operation Pull Over Participation.**  
This is the regulation for your department that informs officers about this grant. Information should include the purpose, goals, objectives and grant requirements. It should also include your own departmental requirements and expectations.
- \_\_\_\_\_ **Copy of Your SOP for Occupant Protection Enforcement**  
This is the policy/regulation for your department that authorizes officers to enforce seat belt and child restraint violations in an effort to reduce fatalities and serious injuries in your community.
- \_\_\_\_\_ **Copy of Your Training Plan**  
If your officers are not trained in SFST and TOPS - provide a plan to accomplish the training.
- \_\_\_\_\_ **Copy of Your Drug Free Workplace Policy**
- \_\_\_\_\_ **Certification for Submission of Arrest Data: Submit if your agency has new Chief / Sheriff**  
Form signed by your CLEO stating your agency will comply with proper arrest data submission.





## Governor's Council on Impaired & Dangerous Driving

*Shaded areas for Council use only*

<b>DATE RECEIVED</b>	<b>DATE APPROVED</b>	<b>GRANT NUMBER</b>
<b>FUNDING SOURCE</b>	<b>CFDA#</b>	<b>AMOUNT</b>

1. PROJECT TITLE		
2. GOVERNMENTAL UNIT (city of, town of, county, etc.)	3. APPLICANT ORGANIZATION	
4. COUNTY	5. FEDERAL IDENTIFICATION NUMBER	
6. GRANT APPLICATION TYPE INITIAL: CONTINUATION:	7. ANTICIPATED START DATE: <b>APPROVED GRANT PERIOD</b> FROM: <b>10/1/2006</b> THROUGH: <b>9/30/2007</b>	
8. IT IS UNDERSTOOD AND AGREED UPON BY THE UNDERSIGNED THAT A GRANT RECEIVED AS A		
RESULT OF THIS APPLICATION IS SUBJECT TO THE REGULATIONS GOVERNING HIGHWAY SAFETY PROJECTS.		
<b>A. PROJECT DIRECTOR - Chief, Sheriff, Marshal</b>		
1. NAME (FIRST, MI, LAST)	2. EMAIL	
3. ADDRESS (Street, City, State, Zip)	4. PHONE	5. FAX
6. SIGNATURE	7. TITLE	8. DATE
<b>B. FINANCIAL OFFICER - Clerk, Treasurer, Auditor</b>		
1. NAME (FIRST, MI, LAST)	2. EMAIL	
3. ADDRESS (Street, City, State, Zip)	4. PHONE	5. FAX
6. SIGNATURE	7. TITLE	8. DATE
<b>C. AUTHORIZING OFFICIAL OF GOVERNMENTAL UNIT - Mayor, City Council Member, County Commissioner</b>		
1. NAME (FIRST, MI, LAST)	2. EMAIL	
3. ADDRESS (Street, City, State, Zip)	4. PHONE	5. FAX
6. SIGNATURE	7. TITLE	8. DATE

<b>D. APPROVAL (FOR COUNCIL USE ONLY)</b>		
<b>DATE</b>  9/1/2006	<b>NAME - TITLE</b> Jason Hutchens Chief Deputy Director, ICJI	<b>SIGNATURE</b>

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FFY 2007 Grant Application*

*Narrative Section*

**GRANT OBJECTIVES**

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*Narrative Section*

**PROBLEM IDENTIFICATION STATEMENT**

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*Narrative Section*

**GRANT GOALS AND ACTIVITIES**

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**PROJECT TITLE:**

**APPLICANT:**

15. BUDGET DETAIL	STATE OR FEDERAL SHARE					MATCH	
COST CATEGORY	1 <sup>st</sup> Qtr.	2 <sup>nd</sup> Qtr.	3 <sup>rd</sup> Qtr.	4 <sup>th</sup> Qtr.	Total	Local	State
Personal Services							
Contractual Services							
Direct Cost							
Indirect Cost							
TOTAL							

<b>PROJECT TITLE:</b>	<b>APPLICANT:</b>
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16. BUDGET SUMMARY

(FOR COUNCIL USE ONLY)

A. COST CATEGORY	AMOUNT	B. SOURCE OF FUNDS	TOTAL
PERSONNEL SERVICES		FEDERAL	\$
CONTRACTUAL SERVICES		STATE	\$
DIRECT COSTS		LOCAL	\$
EQUIPMENT		<b>TOTAL FUNDS</b>	\$
INDIRECT COSTS			
<b>TOTAL BUDGET REQUEST</b>			

BUDGET SUMMARY/EXPENDED FUNDS (FOR COUNCIL USE ONLY)

A. COST CATEGORY	AMOUNT	B. SOURCE OF FUNDS	TOTAL
PERSONNEL SERVICES	\$	FEDERAL	\$
CONTRACTUAL SERVICES	\$	STATE	\$
DIRECT COSTS	\$	LOCAL	\$
EQUIPMENT	\$	<b>TOTAL FUNDS</b>	\$
INDIRECT COSTS	\$		
<b>TOTAL BUDGET REQUEST</b>	\$		

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*Narrative Section*

**Budget Line Item Detail**

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*Narrative Section*

**CONTINUATION AND COST ASSUMPTIONS**

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<b>FY2007 Project Coordinator Info</b>
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**County**

\_\_\_\_\_

**Department**

\_\_\_\_\_

**Rank/Title**

\_\_\_\_\_

**Name**

\_\_\_\_\_

**Dept mailing  
address**

\_\_\_\_\_

**City**

\_\_\_\_\_

**ZIP Code**

\_\_\_\_\_

**Phone**

\_\_\_\_\_

**Fax**

\_\_\_\_\_

**Cell phone**

\_\_\_\_\_

**Pager**

\_\_\_\_\_

**Email**

\_\_\_\_\_

**Web site**

\_\_\_\_\_

**Agency Head  
Title**

\_\_\_\_\_

**Agency Head  
Name**

\_\_\_\_\_

**Date:** \_\_\_\_\_

North Central	Northwest	North East	West Central	East Central	South West	South East
Phil Oliver	Jeanette Bennet	Lance Grubbs	Larry Woods	Chris Mally	Andrea Olson	John Mull
317-371-4146 Cell	Cell	574-453-7305 Cell	765-792-0044 Cell	765-425-1106 Cell	812-305-3224 Cell	317-512-0396 Cell
594-664-5991 Fax	Fax	574-269-5151 Fax	765-342-0162 Fax	765-778-8484 Fax	812-867-9864 Fax	765-932-1866 Fax
<a href="mailto:lelnorthwest@yahoo.com">lelnorthwest@yahoo.com</a>	<a href="#">Email</a>	<a href="mailto:lgrubbs@kconline.com">lgrubbs@kconline.com</a>	<a href="mailto:dulos130@scican.net">dulos130@scican.net</a>	<a href="mailto:cmally23@insightbb.com">cmally23@insightbb.com</a>	<a href="mailto:andandy@evansville.net">andandy@evansville.net</a>	<a href="mailto:southeastlel@cnz.com">southeastlel@cnz.com</a>
CARROLL CASS CLINTON FULTON LAPORTE MARSHALL PORTER PULASKI STARKE WHITE	BENTON LAKE PORTER JASPER NEWTON WARREN VERMILLION TIPPECANOE FOUNTAIN PARKE MONTGOMERY	ADAMS ALLEN DEKALB ELKHART GRANT HUNTINGTON KOSCIUSKO LAGRANGE MIAMI NOBLE SAINT JOSEPH STEUBEN WABASH WELLS WHITLEY	BROWN CLAY GREENE HENDRICKS JACKSON LAWRENCE MONROE MORGAN OWEN PUTNAM SULLIVAN VIGO	BLACKFORD BOONE DELAWARE HAMILTON HANCOCK HENRY HOWARD JAY MADISON MARION RANDOLPH TIPTON WAYNE	CRAWFORD DAVIESS DUBOIS FLOYD GIBSON HARRISON KNOX MARTIN ORANGE PERRY PIKE POSEY SPENCER VANDERBURGH WARRICK WASHINGTON	BARTHOLOMEW CLARK DEARBORN DECATUR FAYETTE FRANKLIN JEFFERSON JENNINGS JOHNSON OHIO RIPLEY RUSH SHELBY SCOTT SWITZERLAND UNION